



U.S. Department of Justice

Criminal Division

Office of Enforcement Operations

Washington, D.C. 20530

Ms. Alexa O'Brien
MuckRock News
DEPT MR 4812
Post Office Box 55819
Boston, MA 02205

JUN 06 2013

Re: CRM-201300393F
CPS:GGT

Dear Mr. O'Brien:

The Criminal Division of the U.S. Department of Justice acknowledges receipt of your Freedom of Information Act request dated April 2, 2013, which this Office received on May 15, 2013. In that request, you asked for access to records concerning electronic communication between Paul Almanza and Stephen R. Henley. Your request has been assigned file number CRM-201300393F. You should refer to this number in any future correspondence with this Office.

A proper FOIA/PA request must reasonably describe the records sought, and must be made in accordance with Department of Justice regulations. See 5 U.S.C. § 552(a)(3)(A). Requests for records maintained by the Criminal Division must describe the records in sufficient detail in order to enable Division personnel to locate the records with a reasonable amount of effort. See 28 C.F.R. § 16.3(b). Whenever possible, a request should include specific information about each record including the date, title or name, author, recipient, and subject matter of the record. In addition, records concerning court cases should include the title of the case, the court in which the case was filed, and the nature of the case. See 28 C.F.R. §§ 16.3(b) & 16.41(b).

After careful review, this Office has determined that your request does not clearly identify the records you are seeking. Accordingly, we ask that you provide a more specific description of the subject of your request. You should include the information described above, to the extent possible, and identify the Criminal Division Section that you believe would maintain responsive records.

Upon receipt of additional information, this Office will advise you whether your request constitutes a proper FOIA/PA request. Please direct your correspondence to the Chief, FOIA/PA Unit, Criminal Division, U.S. Department of Justice, JCK Building Suite 1127, 950 Pennsylvania Avenue, NW, Washington, DC 20530. If this Office does not receive your response within 30 days from the date of this letter, we will assume you are no longer interested in this FOIA request, and the case will be administratively closed. This is not a denial of your request and will not preclude you from filing other requests in the future.

You can contact this Office at (202) 616-0307 if you would like to discuss your request.
Thank you for your interest in the Criminal Division.

Sincerely,

Cynthia Summerfelt /for
Kenneth Courter
Acting Chief
FOIA/PA Unit